

Performance Objectives for Civil Process Officers

42.0 Civil Process

■ **42.1** Laws of Civil Process and Implementation Duties

By the end of this session, the officer:

- 42.1.1** Will describe the civil justice system.
- 42.1.2** Will identify the functions of the sheriff in terms of civil process.
- 42.1.3** Will know the jurisdiction and jurisdictional limits of the various courts in Virginia.
- 42.1.4** Will define legal process.
- 42.1.5** Will define who is eligible to serve legal process.
- 42.1.6** Will indicate the process of service.
- 42.1.7** Will state the purpose of executions upon judgments.
- 42.1.8** Will identify actions at law before judgment.
- 42.1.9** Will identify actions at law after judgment.
- 42.1.10** Will define a writ of fieri facias commands.
- 42.1.11** Will describe the laws governing sales of seized property.
- 42.1.12** Will indicate which laws govern the use of force to gain entry under an action at law.
- 42.1.13** Will describe the sequence of service in garnishment proceedings.
- 42.1.14** Will list the steps of the eviction process in the proper order.
- 42.1.15** Will distinguish between forthcoming bonds and indemnity bonds.
- 42.1.16** Will cite the penalties provided for criminal acts by officers.

■ **42.2** Department of Motor Vehicles

By the end of this session, the officer:

- 42.2.1** Will define types of DMV papers.
- 42.2.2** Will describe the manner of serving process according to the Virginia Code.

■ **42.3** Legal Document Workshop and Forms

By the end of this session, the officer:

- 42.3.1** Will define appropriate legal terms.
- 42.3.2** Will list all of the types of civil process used in Virginia.
- 42.3.3*** Will demonstrate ability to prepare correct returns for each type of process.